



## Special Event Reservation Form

The first step to receiving a permit to host an event within the City of Grand Rapids is reserving the event date and location. To place a hold on a desired date and location, please return this form completed to the best of your knowledge to the Office of Special Events up to one (1) year before your event. Submitting this form does not guarantee the date or location requested. Due to the increased number of special events and limited venue availability, your event may be required to change date(s), location(s), and/or route(s).

Event Name: \_\_\_\_\_ Reoccurring \_\_\_\_\_ New \_\_\_\_\_

Event Day: \_\_\_\_\_ Event Date: \_\_\_\_\_

Venue: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Facebook/Website: \_\_\_\_\_

Race/Walk? Yes: \_\_\_\_\_ No: \_\_\_\_\_ *if yes, list general area* \_\_\_\_\_

Street Closures? Yes: \_\_\_\_\_ No: \_\_\_\_\_ *if yes, list affected streets* \_\_\_\_\_

\*Alcohol Served? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Grand Rapids Police Department Presence Requested? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Rental Equipment: \_\_\_\_\_  
Please list estimated quantity as items are limited and reserved on a first come first served basis

Event Organization: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: All events at City sites require a \$1,000,000 General Liability Certificate of Insurance. If you are selling or serving alcohol, a liquor license with an additional \$1,000,000 Liquor Liability Certificate of Insurance is required.

**The next step to receiving a Special Event Permit is completing and submitting the Special Events Application found at [GRcity.us/SpecialEvents/Resources](http://GRcity.us/SpecialEvents/Resources). This application is due no later than 90 days before your event. Once your event application has been processed, you will meet with the OSE Review Team. Your Special Event Permit will not be issued until the event application process is completed.**

**Thank you for choosing to plan your event with the City of Grand Rapids!**